



General Information & Rental Fees



Lake Lynn Community Center

7921 Ray Road Raleigh, NC 27613

Baileywick Road Park

9501 Baileywick Road, NC 27615



Lake Lynn Community Center

There is a \$15.00 application fee for all Lake Lynn rentals

All rentals must be for a minimum of 2 hours

****After hours supervision fee is \$20.00 per hour****



Meeting Room

- Size - 24' x 67' (max 125)
- Features - Stage, warming kitchen

Rental Fee: \$70/hr; \$75 refundable damage deposit required



Art Room

This room is the smallest of our rooms and is 23'x35'. Max capacity: 25 people.

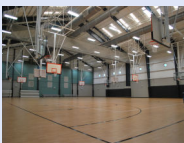
Rental Fee: \$35/hr



Dance Studio

This room is the second largest of our three rooms. The studio is 23'x35'. Max capacity: 49 people.

Rental Fee: \$35/hr



Gymnasium

Lake Lynn has a double gym with 2 full courts. Both gyms are air conditioned. Volleyball net is available for use as well.

**Events with food and beverage are not permitted in the gymnasium.*

Rental Fee: \$80/hr per court; \$75 refundable damage deposit required

There are 15 tables (6 feet long) and approximately 120 chairs available for use. Lake Lynn cannot guarantee these will all be available for your rental, due to potential multiple rentals on the same day.

Baileywick Road Park

Medium Shelter is located next to the restrooms and the playground. It has 8 picnic tables, NO grill (can bring own grill), lights under shelter and electrical outlets at comfort station (power is NOT guaranteed).

Rental Fee: \$9.00/hour

Small Shelter is located in the rear of the park and has 2 picnic tables, a grill available, no lighting and no electrical outlets.

Rental Fee: \$7.00/hour



Frequently Asked Questions

- **Are tables and chairs available?**
Yes. 6' rectangular tables and folding metal chairs are available for indoor rentals at Lake Lynn Community Center.
- **May I decorate the rental space?**
All decorations must be free-standing. No flammable items (candles, etc) may be used. Renter is responsible for any damage caused by decorations.
- **When may I begin setting up?**
Both set-up and break-down time must be included in your rental. Factor this in when determining the length of your rental.
- **Who is responsible for clean up?**
The renter is responsible for leaving the rental space in the condition it was found. This may include: stacking and putting away tables/chairs, sweeping, mopping, vacuuming, and taking out any accumulated garbage. Staff will assist renter in locating necessary cleaning equipment.
- **How late may indoor spaces be rented?** 12am is the latest time indoor spaces may be rented. Rentals must be prepared to vacate the building by end of rental time period.
- **Are Athletic Fields available for rent?**
Yes. Please contact the Athletics Dept. at 919-831-6836 to inquire about availability and rental of Athletic fields city-wide.

Lake Lynn Community Center HOURS OF OPERATION:

Monday-Friday: 10am-9pm
Saturday: 9am-3pm
Sunday: 1pm-6pm

Phone: (919) 870-2911

Fax: (919) 870-2912

www.raleighnc.gov

Keyword: Lake Lynn Community Center
Lakelynn@raleighnc.gov

RALEIGH PARKS AND RECREATION DEPARTMENT GENERAL RENTAL INFORMATION FORM

Renter's Name _____ Name of Organization (if applicable) _____ (Circle one) For Profit / Non-Profit

Address _____ City _____ State _____ Zip _____

Phone Number (h) _____ (c) _____ Email _____

Date (s) of Use _____ Hours of Use - From _____ To _____ Proposed use of _____

Park/Facility Requested _____ Room / Shelter Requested _____

Number of persons attending _____ (Request Form 1 if over 100) Number under 18yo _____ Number Needed (Lake Lynn Rentals Only): Tables _____ Chairs _____

- Will this rental be catered ? Yes (Request Form 2) / No
- Will this rental involve a competition, is it open to the public, or corporate family members (not to include family picnics) ? Yes (Request Form 3) / No
- Do you plan to sell food/merchandise or charge an admission/team registration fee ? Yes (Request Forms 3 & 4) / No

Rules & Guidelines

- Reservations must be made no more than 3 months and no less than 14 days in advance of requested rental date (exceptions subject to Supervisor approval).
- Full payment and completed/signed rental agreement is due at time of reservation. Payment includes rental fees along with Damage Deposit and Supervisory Fee (if applicable).
- Further guidelines apply to gatherings exclusively for Teenagers.
- Alcohol and illicit drugs are not permitted on the premises. Smoking indoors is not allowed.
- Renter and guests must abide by Rules and Regulations. Renter is responsible for the behavior of their guests.
- If applicable, you must obtain appropriate permits/certificates prior to rental date.
- All cancellations/refunds will follow the department's refund policy.
- All equipment, decorations, and garbage must be removed from rental space/grounds at conclusion of rental period.
- Food and beverages are not allowed in the Gymnasium at Lake Lynn Community Center.

I understand that approval of this request does not imply exclusive use of any park/facility/trolley by our group. I have read the accompanying documentation and certify that my group will abide by all. I understand that failure to follow these rules and any others imposed by the City for the good of the group and general public will automatically terminate this agreement. I understand that the rental rate is subject to review and change. The discharge of cooking grease or grease from other sources to the City's Sanitary Sewer is a violation of the City's Sewer ordinance (Raleigh City Code 8-2113(a)(14)). I understand that I am responsible for the safety and care of the facility and of the persons attending. I agree that the City of Raleigh retains the right to limit the use of or remove from the schedule any persons or group when it becomes necessary to do so for reasons of safety, maintenance or need for repairs. The Director of Parks and Recreation shall be responsible for decisions related to these requirements as needed.

REFUND POLICY: 100% refund/credit if Department cancels activity. 85% refund/credit of recoverable fees if patron cancels 14 calendar days or more in advance of first day of program/rental. 100% transfer of recoverable fees if patron requests a change 14 calendar days or more in advance of first day of program/rental. No refund/credit/transfer if patron cancels less than 14 calendar days in advance of the first day of the program/rental. Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability. Refunds must be requested in writing.

Hold Harmless Agreement

In consideration for the grant by the City of permission for the use of said facility at special times and under special circumstances by persons sponsored by the undersigned, the undersigned hereby agrees: 1) to take all measures necessary to promote the safety of such persons in their use of the facility; 2) to hold harmless the City, its divisions and departments, and its officers, agents, employees, servants, and helpers, paid and volunteer, from and to indemnify them from all damages, losses, and expenses, including but not limited to attorney fees and investigation costs, sustained by them or any of them on account of any claim for loss, damage, or injury growing out of such use of said facility by any such person; 3) to provide the City with its insurer's certificate that a policy of Comprehensive General Liability insurance providing coverage with respect to the foregoing hold harmless and indemnification undertaking is and will continue to be in effect during the period of such permitted use with minimum limits of at least \$500,000 for bodily injury per person; \$1.0 million for bodily injury for aggregate liability; and \$500,000 for property damage each occurrence; and 4) to promptly notify the director of the City's Parks and Recreation Department and the insurer issuing the Comprehensive General Liability Insurance policy referred to above of any occurrence that might give rise to a claim for damages growing out of the use of said facility by any such person.

EQUAL OPPORTUNITY: The City of Raleigh Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of service, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Raleigh Parks and Recreation Department or the Office of Equal Opportunity, US Department of the Interior, Washington, D.C. 20240.

RELEASE AND INDEMNITY AGREEMENT

WHEREAS, the undersigned has requested the use of services, equipment, or facilities belonging to or under the auspices of the CITY OF RALEIGH, North Carolina, and do engage in activities for the executive benefit of the undersigned; and

WHEREAS, the CITY OF RALEIGH does not wish to be liable for any damages arising from personal injury or property damage sustained thereby;

NOW, THEREFORE, In consideration of the mutual promises and other good and valuable consideration, the undersigned does hereby for himself, his heirs, executor, employers, successors or administrator, and personal representatives:

A. Assume full responsibility for any personal injury or any damage to his/her personal property which may occur directly or indirectly in the course of (fully describe the activity/rental and date of occurrence)

B. Fully and forever release and discharge the CITY OF RALEIGH, its agents, officials, and employees, from any and all claims, demands, damages, rights or action, or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of the above described activity/rental.

C. Agree that it is the intent of the undersigned that this RELEASE AND INDEMNITY AGREEMENT shall be in full force and effect any time after the execution hereof.

My signature verifies that I have read, understand and will abide by the information on this page, the general rules page and any site specific rules given to me.

Signature of Responsible Person (must be 18+ years old) _____ Date _____

Facility Supervisor or Designated Staff _____ Date _____

For Office Use Only

Rental Amount: _____ Deposit: _____ Amount Paid: _____ Rental # _____
Method of Payment: ___Check #: _____ ___Visa ___MasterCard ___American Express ___Money Order

